



To: Real Estate Department Partners

Notice: **RED-11-10**

From: Real Estate Department

Date: July 18, 2011

Re: **IHCDA-Online Reporting System Training: How-To's and FAQ's**

Indiana Housing and Community Development Authority will be hosting an online webinar on how to successfully operate the "Online Reporting System" on **August 12, 2011, from 12:00 – 3:00 pm**. This webinar will include but is not limited to the following topics:

- Username Registration
- Managing New/Existing Web Users
- Setting Up Utility Allowances
- Setting Up Units
- Entering Tenant Events
- Online reporting, "**Beginning to End**" Example
- Most Common Errors witnessed by IHCDA Compliance Staff
- Q&A Session (limited to technical help of ihcdaonline.com)

Reserve your Webinar Seat now at: <https://www2.gotomeeting.com/register/279203282>

After Registering you will receive a confirmation email containing information about joining the webinar.

System Requirements:

PC based attendees

Required: Windows7, Vista, XP or 2003 Server

Mac based attendees

Required: Mac OSX 10.5 or Newer

Questions about Webinar email [here](#).

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